

DELPHI Skills Assessment for FA Reconciliation Technician

Check the response that best matches your experience. **Circle** (or highlight) the 5-10 skills that relate to areas where you need additional (or refresher) training in order to use the system more effectively in your job.

		<i>Proficiency</i>						
Skills	Does not apply to my job	I don't know how	I need help	I can do with written steps	I can do with some help	I can do without help	I can explain what I am doing	I can teach someone else
Basic Navigation								
Run Reconciliation Reports								
Verify Asset Retirement entries and Correct any errors								
Prepare Fixed Asset Disposal Form								